









# QUEEN'S UNIVERSITY

KINGSTON, CANADA



## Calendar of The School of Commerce and Administration

A 14C  
5/46

ONE HUNDRED AND FIFTH SESSION  
1945-46

**Queen's University  
Library**

**KINGSTON, ONTARIO**

**School  
of  
Commerce and Administration**

## TABLE OF CONTENTS

Officers of Administration and Instruction .....	3
The Academic Year .....	4
Aim of the School .....	7
Scope and Methods of Instruction .....	8
The Problem Method .....	8
The Commerce Club .....	9
Field Work .....	9
Thesis .....	9
Summer Work .....	9
The Industrial Relations Section .....	10
Institute of Local Government .....	11
Admission .....	11
Admission of Ex-Servicemen and Women .....	12
Post-Discharge, Re-Establishment Order P.C. 5210 .....	13
General Regulations .....	14
Fees .....	17
Prescription of Courses .....	18
Accounting and Auditing .....	19
Commercial Specialist's Certificate .....	20
List of Courses .....	21
Courses of Instruction .....	22
Scholarships .....	29



## SESSION 1945-46

---

### Officers of Administration and Instruction

THE HONOURABLE CHARLES A. DUNNING, P.C., LL.D.  
Chancellor

ROBERT C. WALLACE, C.M.G., M.A., Ph.D., D.Sc., LL.D., F.G.S.,  
F.R.S.C., Principal and Vice-Chancellor

B. K. SANDWELL, B.A., LL.D., D.C.L., F.R.S.C.  
Rector

W. E. McNEILL, M.A., Ph.D., D.C.L., LL.D., F.R.S.C.  
Vice-Principal and Treasurer

JEAN I. ROYCE, B.A.  
Registrar

W. A. MACKINTOSH, M.A., Ph.D., F.R.S.C.  
Professor of Economics; Director of the School of Commerce and  
Administration (on leave of absence)\*

R. G. H. SMAILS, B.Sc.(Econ.), A.C.A.(Eng.)  
Professor of Commerce

C. A. CURTIS, B.A., Ph.D., F.R.S.C.  
Professor of Economics

F A. KNOX, B.A., F.R.S.C.  
Professor of Economics

J. A. CORRY, LL.B., B.C.L., LL.M., F.R.S.C.  
The Hardy Professor of Political Science

J. C. CAMERON, M.Com.  
Professor of Commerce; Head of the Industrial Relations Department

J. L. McDOUGALL, M.A.  
Associate Professor of Commerce

L. G. MACPHERSON, B.A., C.A.  
Associate Professor of Commerce

C. H. CURTIS, M.A.  
Assistant Professor of Commerce and Economics

K. JEAN RICHARDSON, B.A.  
Assistant Registrar

AZELIE CLARK, B.A., B.Com.,  
Assistant to the Director

\*Special Assistant to the Deputy Minister of Finance, Ottawa.

## THE ACADEMIC YEAR\*

---

THE HUNDRED AND FIFTH SESSION of the university will begin on Wednesday, October 3, 1945, at 8 a.m. Convocation will be held on Saturday, May 18, 1946 (this date is provisional).

1945

- May 1*—Written notice due at the Registrar's Office of candidates' intention to compete for Provincial Scholarships and Ontario Matriculation Scholarships.
- July 2*—Registration for Summer School. Registrations will not be accepted after July 3 except when special arrangements have been made *before that date*, and on these late registrations an additional fee of \$3 will be charged.
- July 3*—Summer School opens at 8 a.m.
- July 15*—Last day for receiving applications, accompanied by fees, for September examinations, or degrees, from intramural and extramural students.
- Aug. 16*—Summer School closes at 5 p.m.
- Aug. 29*—Arts supplemental examinations begin.
- Sept. 1*—Last day for receiving applications for the Robert Bruce Bursaries and grants from O. M. Montgomery Memorial Fund.
- Sept. 10*—Last day for registration of extramural students without extra fee.
- Sept. 17*—Last day for registration of extramural students with extra fee of \$3.
- Oct. 1*—Registration in Arts begins at 9 a.m. for students who are registering for the first time. Such students must submit certificates of vaccination. A late fee will be charged after this date (\$3 on October 2 and \$1 a day thereafter).

---

\* The term "Academic Year" used in connection with regulations and Courses of Study refers to the period extending from October 1 to September 30.

- Oct. 2*—Registration of intramural students who have been registered in previous sessions (one day only). A late fee will be charged after this date (\$3 on October 3 and \$1 a day thereafter).
- Oct. 3*—Classes in Arts open at 8 a.m.
- Oct. 13*—Last day for registration of intramural students who have previously obtained permission to register later.
- Oct. 16*—University Day.
- Nov. 10*—Last day for receiving application and fees from extramural students for January examinations.  
—Mid-year examinations will be announced.
- Dec. 22*—Christmas holidays begin at noon.

## 1946

- Jan. 3*—Examinations in half-courses of the first term begin at 2 p.m.
- Jan. 7*—Classes in courses of the second term begin at 8 a.m.  
Last day for payment of second instalment of fees without penalty.
- Jan. 15*—Last day for receiving applications from candidates for the M. C. Cameron Scholarship in Gaelic.
- Feb. 15*—Last day for receiving applications and fees from extramural students for the April examinations and for degrees.
- Mar. 15*—Last day for receiving applications and fees for degrees from intramural students.
- Apr. 1*—Last day for receiving manuscripts for University Prizes, applications for Arts Research Fellowships, Leonard Fellowships, and Khaki University and other Scholarships.
- Apr. 6*—Class work closes at five o'clock.
- Apr. 10*—Last day for extramural students to register for the summer session without extra fee.
- Apr. 13*—Examinations begin.
- Apr. 17*—Last day for extramural students to add classes for the summer session with extra fee.
- Apr. 19*—Good Friday.
- May 18*—Convocation for conferring degrees, announcing honours, and distributing prizes and medals. (This date is provisional.)

## 1945

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
...	1	2	3	4	5	6	...	...	...	1	2	3	...	...	...	1	2	3	...	...	...	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31	...	...	...	25	26	27	28	...	...	...	25	26	27	28	29	30	31	29	30	...	...	...	...	...	

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
...	...	1	2	3	4	5	...	...	...	...	...	1	2	1	2	3	4	5	6	7	...	...	...	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	...	...	24	25	26	27	28	29	30	29	30	31	...	...	...	...	26	27	28	29	30	31	...

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	28	29	30	31	....	....	....	25	26	27	28	29	30	....	23	24	25	26	27	28	29	
30																					30	31						

1946

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
...	...	1	2	3	4	5	...	...	...	...	1	2	...	...	...	...	...	1	2	...	...	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	...	...	24	25	26	27	28	...	...	24	25	26	27	28	29	30	28	29	30	...	...	...	...
...	...	...	...	...	...	...	...	...	...	...	...	...	...	31	...	...	...	...	...	...	...	...	...	...	...	...	...

[illegible]

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	.....	1	2	3	4	5	6	.....	.....	.....	.....	.....	.....	1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30	....	....	....	....	....	27	28	29	30	31	....	....	24	25	26	27	28	29	30	29	30	31	....	....	....	....	

# **School of Commerce and Administration**

---

## **Aim of the School**

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association. In 1937 The School of Commerce and Administration was established to give more coherent and effective organization to the activities which had been developed during the previous eighteen years.

The work of the School is designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present-day business. It is a further object to give the student an adequate grasp of the various techniques now being used extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the class-room.



In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation *as a beginner*, learning its practical details and its special techniques just like any other beginner, and that the chief value of his college training will come only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the School, particularly in the last year, is definitely professional in outlook. The aim is to train students for business careers. *Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in a Course leading to the degree of Bachelor of Arts instead of in a Commerce Course.* By proper planning it is possible to take the degree of B.A. in four years and the degree of B.Com. in a fifth year.

### Scope and Methods of Instruction

The student's field of study embraces in the earlier years, language and literature, history, mathematics and natural science. In the second year he begins the study of economics and accounting and continues with advanced work in both subjects throughout his third year. The third year includes also courses in commercial law and money and banking. In the final year his efforts are concentrated mainly on the more specialized commercial subjects together with investigation and research and the preparation of a thesis. Each student is required to take mathematics for three consecutive years.

*The Problem Method.* — Particularly in the advanced courses the student is presented with business problems for investigation and analysis. Through these "cases" he becomes acquainted with the facts of the business world and, more important, acquires experience in systematic thinking and analysis. In such fields of study as accounting, commercial law, marketing, business finance, and investments, the "case" or problem method of instruction is extensively used.

*The Commerce Club.*—Through the medium of this student organization, students in the School of Commerce and Administration have an opportunity, at fortnightly meetings, of hearing business men and those engaged in public administration discuss problems which arise in their own experience.

Other meetings are arranged at which senior students read papers on business topics of general interest to the student group. General discussion is encouraged at these meetings.

*Field Work.*—In addition to visits to plants in the city of Kingston, *students in their final year must normally be prepared to undertake visits to neighbouring industrial cities for the purpose of inspecting industrial plants there.* The total cost of these visits need not exceed \$25.00. For the duration of the war, visits are restricted to local plants and so involve no expense.

*Thesis.*—Each student in his final year is required to undertake original work in the form of a thesis. As far as possible the student is allowed to follow his own interests in the selection of a thesis subject but to those who have not submitted a satisfactory subject by October fifteenth, one will be assigned arbitrarily. The thesis, bound in final form, must be submitted not later than *March thirty-first.* (Theses prepared during the summer must be submitted not later than *August thirty-first.*) In addition to being given instruction in business investigation and analysis, each student will be assigned to an adviser who will direct him. The completed thesis will be submitted to the Department for approval. It will be read by at least two members of the Department in addition to the adviser.

*Work during summer vacations.*—The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic training. Assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student prepares himself to derive the largest benefit from his instruction during the regular session. He also serves part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He acquaints himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he is able to utilize his

summer work for the study of problems adapted to thesis purposes and for the forming of business relations that prove of value in later life.

Frequently positions open to women graduates in Commerce require training in stenography. Women students in Commerce are advised to take shorthand and typewriting during the summer vacations.

### **Industrial Relations**

The Industrial Relations Department was established in 1937 as a section of the School of Commerce to meet a growing demand for detailed knowledge of the relations between employers and employees. It was created a separate department in 1944. The department:

1. (a) collects data respecting policies, programmes and experience in employer-employee relations, keeps the material up-to-date and classifies it so that it is readily available to students, employers, labour organizations and governments;
- (b) collects current information in the industrial and social security fields.
2. keeps in touch with industrial and labour union organizations so that it may study actual developments.
3. gives instruction to students.
4. prepares reports on subjects of immediate and vital interest.
5. holds conferences and short courses for business executives, personnel managers, industrial relations managers and labour leaders.

Thus the Department combines the work of a library, a clearing house of information and a research bureau. It also participates in the University programme of instruction (intramural and extra-mural) and provides a centre for the discussion of recent developments.

Students in the School of Commerce who wish to specialize in Industrial Relations are offered the following courses:

- Economics 23—Labour Problems,
- Commerce 50a—Industrial Management,



Commerce 51b—Personnel Administration,

Commerce 59 —Thesis in the field of Industrial Relations.

### **Institute of Local Government**

The Institute of Local Government, which was organized in 1944, is a branch of the Department of Political and Economic Science. Its purpose is to give sustained study and analysis to the problems of local government including the relations between the municipalities and the provincial and Dominion governments. The results of research undertaken by it will be made available in bulletins as occasion warrants.

The Institute will also publish from time to time bulletins containing data of interest to municipal governments and generally will act as a clearing house for information about the financial and administrative practices of municipal governments. Instruction in local government will be extended and students wishing to prepare themselves for posts with municipalities will find association with the Institute a useful preparation.

## **OUTLINE OF COURSES LEADING TO THE DEGREE OF BACHELOR OF COMMERCE**

### **Admission**

Entrance to the Commerce Course is governed, with slight modifications, by the general regulations for admission to the Faculty of Arts.

A candidate for admission to the Faculty of Arts must present the Ontario Secondary School Graduation Diploma in the General Course and the Ontario Grade XIII certificate or its equivalent, showing that he has obtained the required standing in the following subjects:

- A. The Secondary Graduation Diploma (General Course)
- English, History Mathematics
- One of French, German, Greek, Italian or Spanish, Latin

Two of:

A language not already chosen from the preceding group  
Experimental Science (Physics and Chemistry), or Agriculture

Music

Commercial Work

Home Economics

B. Grade XIII in English, and three or four other subjects. Students entering with as few as four subjects are required to have not lower than third class Honours standing in at least three of these subjects.

Grade XIII examinations are held in the following subjects:—  
Latin, English, Modern History, Mathematics (Algebra, Geometry, Trigonometry, and Problems), Greek, German, French, Spanish, Music, Physics, Chemistry, Biology.

The pass standard is fifty per cent. in each paper.

Students admitted from commercial high schools who transfer from Commerce to a course in Arts must, before making application for the degree of Bachelor of Arts, make up any of the subjects of Grade XII that they may lack.

## ADMISSION OF EX-SERVICEMEN AND WOMEN

A. Ex-servicemen and women applying for admission to the Faculty of Arts are expected to offer Matriculation standing as approved by the National Conference of Canadian Universities in June, 1944, as follows:

Grade XII:

1. English
2. French or another language
3. Mathematics (Algebra and Geometry)
4. One of: History

A language not already chosen selected from Latin,  
Greek, French, German, Spanish or Italian

A science: Physics or Chemistry or Agriculture

If, in addition, they can offer subjects at Grade XIII level, they are granted standing up to a total of five. Ex-servicemen and women entering with as many as four subjects of Grade XIII, are admitted to the second year without condition.

B. Post-Discharge, Re-Establishment Order P.C. 5210 (Summary of Training Provisions) Revised to November 1, 1944.

“(a) Matriculation (Par. 6).

Par. 6 makes provision for resumption of education leading to high school graduation or matriculation.

(b) Undergraduate Work (Par. 8).

The Minister has authority to approve training, including maintenance grants and fees—together with appropriate allowances for dependents—to any discharged person who has the aptitude and inclination and who:

(1) has been regularly admitted to a university before his discharge and resumes within one year and three months after discharge a Course, academic or professional, interrupted by his service, or

(2) becomes regularly admitted to a university and commences any such Course within one year and three months after his discharge, or

(3) because of ill health or because his admission to the university has been conditional upon his fulfilling some additional matriculation requirements or for any other good reason shown to the satisfaction of the Department, delays resumption or commencement of such Course beyond the aforementioned periods.

The period of assistance in university training is governed by the length of service. Where progress is satisfactory the assistance may be continued for as many months, in university, as the man served in the Forces. If the student's progress and attainments are such that the Department deems it in his interest and in the public interest, the payment of the grant may be extended beyond the period of service to permit the man to complete his course.

However, the grant shall not be continued to any such person who fails in more than two classes or subjects, in any academic year, nor to any such person who having failed in either one or two classes or subjects also fails in either or both supplementary examinations offered by the university in such classes or subjects.

(c) Post-Graduate Work (Par. 9).

Analogous arrangements are offered to students who before enlistment had entered, or were about to enter, a post-graduate course.

(d) Maintenance Grants.

Where the discharged non-pensioner is in full-time training, the basic maintenance grant for a single person is \$60.00 per month; married person \$80.00 per month, subject to reduction by such amount on account of any wages, salary or other income such person may have received or be entitled to receive in respect of the period for which such grant is paid, as to the Department seems right. Appropriate allowances may be paid on behalf of dependents."

For full particulars of admission consult the Calendar of the Faculty of Arts for 1945-46. or write directly to the Registrar, Queen's University.

## General Regulations

### *Regulations Regarding Courses*

The requirements for the degree of Bachelor of Commerce, as for the degree of Bachelor of Arts, involve at least three years' work from Grade XIII standing in English and four other subjects, four years from Grade XII. The unit is the *course*, involving three class attendances each week throughout the college session, with due library and laboratory assignments. A class meeting three times a week for one term is counted a half course. Twenty full courses or their equivalent in half courses are required for the degree. Of these, eleven are in economic and commerce subjects, and the remainder in general Arts work.

In addition to the regulations below, see General Regulations, Calendar of the Faculty of Arts, 1945-46, pp. 78-81.

Candidates for the degree of Bachelor of Commerce must conform to Honours standards. They must offer for degree twenty courses with a minimum of fifty per cent. in each general subject, and in each course or half course in Economics, Politics or Commerce of the second and third years numbered 10 or higher must make a minimum of fifty-five per cent. with an average of sixty-six per cent. (See also Requirements for Ex-Servicemen and Women entering on Grade XII (Junior Matriculation) as approved by the National Conference of Canadian Universities, p. 16.)

A candidate for the degree of Bachelor of Commerce must have obtained at least Grade B on Economics 4 before registering in more advanced courses in Economics or any course in Commerce other than Commerce 63. He must have obtained a mark of at least fifty-five in Commerce 63 before registering in Commerce 64.

Candidates who have not attained an average of sixty-six per cent. in the honours courses of the third year are advised and may be required to transfer to a Pass Course in Arts.

### *Attendance and Exercises*

1. *Attendance.* Students are expected to be present at all lectures and laboratory periods in their courses, and to hand in all essays and class exercises when due.

*Deficiency in attendance.* Students who have not yet obtained standing in at least five courses since their first registration, are subject to the following regulation:

If during the session they are absent from more than one-eighth of the class and laboratory periods in a subject, they may not take the final examination in that subject; and they are considered to have failed in it. They are subject to the regulations governing supplemental examinations as explained in Sections 5 and 6.

Students who exceed the limit of absences because of illness must submit certificates from the attending physician when asking for consideration by the Faculty.



*A record of absences based on monthly reports from Instructors is kept at the office of the Dean of the Faculty.*

2. The December and April marks are determined not merely by the results of the examinations but also by the work of the whole term or session, including consideration of class tests, examinations, attendance, and progress.

3. The Faculty may, at any time either during the term or after the close of the term, require any student to withdraw, whose conduct, attendance, work, or progress is deemed unsatisfactory.

### *Failures and Low Grades*

4. Students who fail in any course they intend to count towards a degree must repeat the course before coming up for examination in it in any subsequent year.

5. *Supplemental Examinations.* Students who pass in at least three subjects in April may write supplemental examinations in September on the courses in which they have failed, provided that examinations are offered in these courses.

6. *Loss of Year.* Students who at the April examinations pass in fewer than three subjects are considered to have lost their year and may not write supplemental examinations. Students who at the April and September examinations pass in fewer than four out of five subjects are considered to have lost their year.

7. Students who fail in four or five classes on the April examinations are required to withdraw for at least one academic year. Students having other serious failures are considered by the Board of Studies who recommend action to the Faculty of Arts.

8. Students who fail a year retain credit only in those subjects in which they have obtained at least Grade B standing.

9. Students who twice in Course fail a year's work are required to withdraw from the Faculty of Arts.

10. Students whose standing for the first term is regarded as unsatisfactory may be required to withdraw for the rest of the year.

11. (a) First year and previously registered students who fail all their classes at the midyear are required to withdraw for the rest of the year.

(b) Previously registered students who pass in only one course at the midyear and do not reach an average of 40% over all, are required to withdraw for the rest of the year.

11. Students who are readmitted after having been required to withdraw, students who reregister in the Faculty of Arts after having failed in four out of five examinations in the last year of attendance, and students who have been required to withdraw from another Faculty, are placed on probation until Christmas. At that time they are required to withdraw if they do not pass as many as three out of the five midyear examinations. Each case is reviewed carefully by the Committee on Failures and the Instructors concerned.

Students on probation required to withdraw at Christmas may be readmitted at some later time only if they can give evidence that they are able to profit by University work.

### *Extramural Work*

The elementary part of the work for the degree of Bachelor of Commerce may be taken by correspondence but the more technical part of the Course must be done in attendance. All candidates for degree must satisfy residence requirements by completing successfully at least two winter sessions or one winter and three summers, or five summer sessions in attendance at the University. The amount of regular winter attendance is determined by extramural and Summer School offerings. Normally, Commerce students find it necessary to take two winters in attendance.

### **Fees**

Students who enter with Grade XIII (Senior Matriculation standing or its equivalent), and proceed to the Commerce degree, shall pay in aggregate not less than the full sessional fees for three years; those who enter with Grade XII (Junior Matriculation) shall pay in aggregate not less than the full sessional fees for four years.

Fees must be remitted by accepted cheque, postal order, or bank draft, payable to Queen's University. Cheques or bank drafts on any point where there is a branch of the Bank of Montreal will be received at par; all other cheques should have  $\frac{1}{8}$  of 1%, minimum 15c, added to cover exchange, or be drawn plus exchange.

*Fees are payable each year upon registration.*

A student is not registered and may not attend classes until he has paid the required fees.

*Sessional Fee*—including Registration, Tuition, Laboratory, Library,

Examinations—

First and Second Years .....	\$150 00
Third and Fourth Years .....	165.00

*Student Interests*—including Health Insurance, Union, Faculty Societies, Alma Mater, Journal, and Athletics (the athletic fee which is part of student interests gives admission to all

home games except play-offs) ..... 23 00

Fees may be paid in two instalments, in which case an additional \$5 will be added to the first instalment. The first instalment and the laboratory deposit must be paid at the time of registration in September, the balance on or before January 8th, 1945. No student will be admitted to classes until the above conditions have been complied with, nor will he be permitted to continue the work of the second term until the fees have been paid in full.

*Graduation Fee*—

Bachelor of Commerce .....	\$10 00
Master of Commerce .....	20 00

---

## PREScription OF COURSES

All students who are candidates for the degree of Bachelor of Commerce are required to take three consecutive courses in Mathematics. In exceptional circumstances, however, a sequence of three courses in some Department other than Mathematics may be permitted by the Director of the School of Commerce. In this event,



the options of the fourth year must include Mathematics 3b and 7a.

Courses which have the letter "a" added to the number of the course are half-courses given in the first term. Those which have "b" after the number are half-courses given in the second term. All others are full courses.

*First Year (Grade XIII)*

English 1  
French 1  
    *or* German A *or* 1  
Mathematics 1  
Science (one course)  
One other general course which  
    must be a language or a  
    science.

*Second Year*

English 2  
Mathematics 2  
Economics 4  
Politics 2  
    *or* History 1 *or* 3  
Commerce 63

*Third Year*

Commerce 60  
Commerce 64  
Economics 10  
Economics 12  
Mathematics 3b and 7a  
    *or* Mathematics 13

*Fourth Year*

Economics 11a  
Commerce 52b  
Commerce 54  
Commerce 59  
\*Two courses in Economics  
    *or* Commerce

---

## ACCOUNTING AND AUDITING

The Institute of Chartered Accountants of Ontario will grant to holders of the degree of Bachelor of Commerce the following privileges:

- (1) Exemption from the first (Primary) of their three examinations;
- (2) Exemption from their First and Second Year courses of instruction;
- (3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

\*Options selected must be approved by the Director.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

By arrangement with the Institutes of Chartered Accountants of Ontario, Alberta, Nova Scotia, and New Brunswick, the School of Commerce and Administration, Queen's University, gives the only authorized course of instruction for articled students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. The same course of instruction is given in British Columbia under the direct administration of the Institute of Chartered Accountants of British Columbia. These courses are conducted entirely by correspondence. For further information apply to the Registrar of the Institute of Chartered Accountants in the province concerned or to the Director of the School of Commerce and Administration, Queen's University.

### COMMERCIAL SPECIALIST'S CERTIFICATE

Students working with the Department of Education towards the Commercial Specialist's Certificate will be granted exemption from attendance and examination in the following subjects if they have passed the equivalent University courses with Grade A or B standing. They will be given exemption from attendance only if they have passed the courses with Grade C standing:

<i>Department of Education Courses</i>	<i>University Equivalent</i>
Arithmetic of Investment	Mathematics 7a
History of Commerce and Industry	Economics 4
Theory of Economics	Economics 10
Money and Banking	Economics 12
Business Law	Commerce 60
Bookkeeping	Commerce 63
Accountancy Theory	Commerce 64
Accountancy Practice	Commerce 66a

*Note:* Theory of Economics is equivalent to Economics 1 in calendars prior to 1939-40.

Graduates in Commerce whose courses have included Mathematics 7a and Commerce 67b will be exempted from attendance and examination in all the subjects of the Commercial Course (Account-

ancy Option) except Shorthand Theory, Shorthand Practice and Transcription, Typewriting, Penmanship, Office Practice and Business Papers, Minor and Major Methods. If Mathematics 7a or Commerce 67b have not been taken, exemption will not be given in the equivalent Commercial subjects.

---

## Courses Offered in Present and Succeeding Sessions

### *Economics*

- Econ. 3. Economics for Applied Science Students.
- Econ. 4. Introduction to Economics.
- Econ. 10. Principles of Economics.
- Econ. 11a. Introduction to Statistics.
- Econ. 12. Money, Banking and International Trade.
- Econ. 13. Introduction to Accounting and Finance.
- Econ. 14. Introduction to Accounting and Finance.
- Econ. 15. Modern Economic Theory.
- Econ. 20. Problems of Economic Development.
- Econ. 21. Applied Economics.
- Econ. 22. Socialism.
- Econ. 23. Labour Problems.
- Econ. 25. Economic History.
- Econ. 28b. Economics of Transportation.

### *Politics*

- Pol. 2. Introduction to Politics.
- Pol. 30. Canadian Government and Constitutional Law.
- Pol. 32. Modern Political Thought.
- Pol. 33. British Constitutional Law.
- Pol. 34. International Politics.
- Pol. 36. Politics of Democracy.
- Pol. 37. Public Administration.
- Pol. 39. Municipal Government.

### *Commerce and Administration*

- Com. 50a. Industrial Management.
- Com. 51b. Personnel Administration.
- Com. 52b. Principles of Marketing.
- Com. 54. Business Finance.
- Com. 59. Business Investigation and Research.
- Com. 60. Commercial Law.
- Com. 63. Elements of Accounting.
- Com. 64. Intermediate Accounting.
- Com. 66a. Cost Accounting.
- Com. 67b. Auditing and Internal Check.

## COURSES OF INSTRUCTION

## ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

Professor Cameron.

## ECONOMICS 4. INTRODUCTION TO ECONOMICS.

Economic geography; Economic history, especially of Europe;  
Regional studies.

## Text-books:

Bartholomew and Lyde, *The Oxford Economic Atlas* (Oxford University Press, 1937). Whitbeck and Finch, *Economic Geography* (McGraw-Hill, 1941). Heaton, *Economic History of Europe* (Harper, 1936). Extramural students will be required to buy additional books.

*Tuesday, Thursday, and Saturday at 9.*

Professor Knox.

## ECONOMICS 10. PRINCIPLES OF ECONOMICS.

A general course in economic analysis in which an attempt is made to develop a working knowledge of economic principles and their application. The course should ordinarily be taken at the same time as Economics 12.

Prerequisite, Grade B in Economics 4.

## Text-books:

Garver and Hanson, *Principles of Economics* (Ginn & Co., revised edition, 1937). McIsaac and Smith, *Economic Analysis* (Little, Brown & Co., Boston). Assigned readings.

*Monday, Wednesday, and Friday at 2.30.*

Professor Curtis.

## ECONOMICS 11a. INTRODUCTION TO STATISTICS.

An introduction to the use of statistics in the fields of economics and commerce.

## Text-book:

Croxton and Cowden, *Applied General Statistics* (Prentice-Hall, 1939).

*Monday, Wednesday, and Friday at 10.*

Professor McDougall.

## ECONOMICS 12. MONEY, BANKING AND INTERNATIONAL TRADE.

Prerequisite, Grade B in Economics 4.

## Text-books:

Chandler, *An Introduction to Monetary Theory* (Harper and Bros., 1940). Ellsworth, *International Economics* (Macmillan,

1938). Burgess, *The Reserve Banks and the Money Market* (Harper and Bros., 1936).

*Tuesday, Thursday, and Saturday at 11.*

Professor Knox.

#### ECONOMICS 13. INTRODUCTION TO ACCOUNTING AND FINANCE.

An introductory study of accounting method with a related examination of some of the chief problems of corporation finance.

Text-book:

Rorem and Kerrigan, *Accounting Method* (McGraw-Hill).

*Monday, Wednesday, and Friday at 2.30.*

Professor Macpherson.

#### ECONOMICS 14. INTRODUCTION TO ACCOUNTING AND FINANCE.

This course is open only to Honours students whose major subject is Economics. It has a weight of two and one-half hours per week. Students in this course will take part of the work of Economics 13.

Professor Macpherson.

#### ECONOMICS 15. MODERN ECONOMIC THEORY.

A brief study of the development of modern schools of economic thought followed by discussion of the theory of equilibrium.

Prerequisite, Economics 10.

Text-books:

Gray, *The Development of Economic Doctrine* (Longmans).

Cassel, *Theory of Social Economy* (Harcourt, Brace). Marshall,

*Principles of Economics* (Macmillan). Joan Robinson, *Theory*

*of Imperfect Competition* (Macmillan). Chamberlin, *Theory of Monopolistic Competition* (Harvard University Press).

*Monday, Wednesday, and Friday at 11.*

Professor Curtis.

#### ECONOMICS 20. PROBLEMS OF ECONOMIC DEVELOPMENT.

A seminar course dealing with the economic problems of a dynamic society. Special attention will be given to international trade and finance and to the Canadian economy.

Prerequisite: Economics 15.

References:

Haberler, *Prosperity and Depression* (League of Nations, 1941).

Keynes, *General Theory of Employment, Interest, and Money*

(Macmillan, 1936). Haberler, *Theory of International Trade* (Hodge & Co., 1936).

*Tuesday and Thursday at 2.30.*

Professor Knox.



## ECONOMICS 21. APPLIED ECONOMICS.

A study of the application of economic theory to the problems of the distribution of national wealth and income as affected by monopoly, public finance, and other public policies.

Prerequisite, Economics 15.

Text-book:

Pigou, *Economics of Welfare* (Macmillan).

*Monday, Wednesday, and Friday at 10, Commerce Building.*

Professor Curtis.

## ECONOMICS 22. SOCIALISM.

A study of the economic principles involved in the allocation of economic resources in socialist and other directed economies.

A seminar course one hour per week open only to Honours students taking a major in Economics.

Assigned readings.

*Hours to be arranged.*

Professor Curtis.

## ECONOMICS 23. LABOUR PROBLEMS.

This course will endeavour to cover the main economic and social forces which give rise to labour problems, and the attitudes of employers, employees, and the public thereto.

Prerequisite: Economics 10, and the permission of the Department.

Text:

R. A. Lester, *Economics of Labor* (Macmillan), and assigned readings.

*Monday, Wednesday, and Friday at 3.30.*

Professor C. H. Curtis.

## ECONOMICS 25. ECONOMIC HISTORY.

A study of recent economic history with especial reference to North America. A seminar course one hour per week open only to Honours students taking a major in Economics.

Assigned Readings.

*Hours to be arranged.*

Professor Knox.

## ECONOMICS 28b. ECONOMICS OF TRANSPORTATION.

The chief interest in this course will be in the economics of railway transportation in Canada.

Text-books:

R. A. C. Henry et al, *Railway Freight Rates in Canada* (Ot-

tawa, King's Printer, 1939). W. T. Jackman, *Economic Principles of Transportation* (Toronto, University of Toronto Press, 1935). D. P. Locklin, *Economics of Transportation* (Chicago Business Publications Inc., 1935).

Assigned Readings.

*Monday, Wednesday, and Friday at 9.*

Professor McDougall.

## POLITICS 2. INTRODUCTION TO GOVERNMENT AND POLITICS.

A comparative survey of the structure of present day governments and the effect on them of the expansion of governmental functions in the twentieth century.

Text to be announced.

*Monday, Wednesday, and Friday at 10.*

Professor Corry.

## POLITICS 30. CANADIAN GOVERNMENT AND CONSTITUTIONAL LAW.

A critical study of the governmental institutions of Canada and in particular of the British North America Act and the federal system.

Text-books:

Dawson, *Constitutional Issues in Canada* (Oxford). Selected Cases from Cameron, *The Canadian Constitution and the Judicial Committee*. Selected Readings from the Report of the Commission on Dominion-Provincial Relations and from the Appendices thereto. Assigned Readings.

*Monday, Wednesday, and Friday at 9.*

Professor Corry.

## POLITICS 32. MODERN POLITICAL THOUGHT.

A survey of political thought since Machiavelli.

Text-book:

The effect of current developments in government on the main principles of the British Constitution.

Sabine, *A History of Political Theory* (Henry Holt & Co.).

Assigned Readings.

*Tuesday, Thursday, and Saturday at 9.*

Professor Corry.

## POLITICS 33. BRITISH CONSTITUTIONAL LAW.

The effect of current developments in government on the main principles of the British Constitution.

## Text-books:

Jennings, *The Law and the Constitution* (2nd ed.), University of London Press). Assigned Readings.

*One hour a week; hour to be arranged.*

Professor Corry.

## POLITICS 34. INTERNATIONAL POLITICS.

This course is identical with History 27. Students will take the lectures and examination in History 27.

## POLITICS 36. POLITICS OF DEMOCRACY.

A survey of democratic processes with particular reference to the rôle of political parties and of group activity generally.

## Text-book:

Herring, *The Politics of Democracy* (Norton). Assigned Readings.

*Tuesday, Thursday, and Saturday at 11.*

Professor Corry.

## POLITICS 37. PUBLIC ADMINISTRATION.

The implementing of public policy through administration and the relationships thereby created between the administration and public.

Texts to be announced.

*Monday, Wednesday, and Friday at 11.*

Professor Corry.

## POLITICS 39. MUNICIPAL GOVERNMENT.

A survey of functions and administration of municipal government and its place in the structure of Canadian government.

Assigned Readings.

*Tuesday, Thursday, and Saturday at 10.*

Professor K. G. Crawford.

## COMMERCE AND ADMINISTRATION

## COMMERCE 50a. INDUSTRIAL MANAGEMENT.

A study of the application of the principles of management in industry.

Text: Lansburgh and Spriegel, *Industrial Management* (Wiley).

*Monday, Wednesday, and Friday at 2.30.*

Professor Cameron.



## COMMERCE 51b. PERSONNEL ADMINISTRATION.

A study of labour problems, policies and procedures from the standpoint of the individual business enterprise.

Text: Watkins and Dodd, *The Management of Labor Relations* (McGraw-Hill).

*Monday, Wednesday, and Friday at 2.30.*

Professor Cameron.

## COMMERCE 52b. PRINCIPLES OF MARKETING.

A study of marketing functions, organization and policies from the standpoint of the business man.

Text-books:

Phillips, *Marketing* (Houghton-Mifflin).

Learned, *Problems in Marketing* (McGraw-Hill).

*Tuesday, Thursday, and Saturday at 11.*

Professor C. H. Curtis.

## COMMERCE 54. BUSINESS FINANCE.

A study of the economic problems of the corporate enterprise, throughout its life cycle.

Prerequisites—Economics 12 and Commerce 63.

General Reading:

Buchanan, N. S., *The Economics of Corporate Enterprise* (Holt). Dewing, *Financial Policy of Corporations* (Ronald Press). Lincoln, *Applied Business Finance* (McGraw-Hill). Guthman, *Analysis of Financial Statements* (Prentice-Hall). Crumbaker, *Organizing and Financing a Modern Business* (Wylie). Gerstenberg, *Financial Organization and Management* (Prentice-Hall).

*Monday, Wednesday, and Friday at 11.*

Professor McDougall.

## COMMERCE 59. BUSINESS INVESTIGATION AND RESEARCH.

An introduction to research methods. The student is required to select a topic and, under direction, to investigate and report upon it.

*Hours to be arranged.*

Professor McDougall.

## COMMERCE 60. COMMERCIAL LAW.

A study of the elements of commercial law, including the general principles of the law of contract and agency, and the law relating

to sale of goods, negotiable instruments, partnerships and companies.

**General Reading:**

Anson, *Law of Contracts* (Clarendon Press). Jenks, *Book of English Law* (John Murray).

**Special topics:**

Anger, *Digest of Canadian Mercantile Law* (Commercial Law List Co.). Caporn, *Cases on Contract* (Stevens and Sons). Falconbridge, *Law of Negotiable Instruments in Canada* (Ryerson). Fraser, *Handbook on Canadian Companies* (Carswell). *The [Dominion] Companies Act, 1934*, S.C. 1934, Chapter 33. *The [Ontario] Companies Act, R.S.O. 1937*, Chapter 251.

*Monday, Wednesday, and Friday at 9.*

Professor Smails.

**COMMERCE 63. ELEMENTS OF ACCOUNTING.**

An introductory study of the principles and practice of accounting. This course is open only to students who are proceeding to the degree of Bachelor of Commerce. Arts candidates who are interested in accounting may register in Economics 13.

**Text-book:**

Smails and Walker, *Accounting Principles and Practice*, 5th ed. (Ryerson).

Texts for extramural students: Walker, *Accounting Principles and Bookkeeping Procedure, Introductory and Advanced Courses* (Gregg Publishing Co.).

*Monday, Wednesday, and Friday at 9.*

Professor Macpherson.

**COMMERCE 64. INTERMEDIATE ACCOUNTING.**

A course in which the studies of Commerce 63 are carried to a more advanced stage and some further problems are considered.

**Reading:**

Smails and Walker, *Accounting Principles and Practice*, 5th ed. (Ryerson). Paton, *Essentials of Accounting* (Macmillan). Finney, *Principles of Accounting*, Vols. I and II (Prentice-Hall).

*Tuesday, Thursday, and Saturday at 10.*

Professor Smails.

**COMMERCE 66a. COST ACCOUNTING.**

This course presents the principles and methods of cost accounting.

Dohr, Inghram, and Love, *Cost Accounting* (Ronald).

*Tuesday, Thursday, and Saturday at 9.*

Professor Smails.

#### COMMERCE 67b. AUDITING AND INTERNAL CHECK.

A study of systems of internal check, the functions of internal and external auditors, and audit procedure generally.

Readings: Smails, *Auditing*, 3rd ed. (Pitman). Montgomery, *Auditing Theory and Practice*, 6th ed. (Ronald).

*Tuesday, Thursday, and Saturday at 9.*

Professor Smails.

### Scholarships

#### *Central Ontario Industrial Relations Institute Scholarships*

Founded by the Central Ontario Industrial Relations Institute.

Two scholarships of the value of \$150 each. Awarded to final year students in the School of Commerce and Administration who are registered in the following courses: Economics 23, Commerce 50a, 51b, 59 (thesis in the field of Industrial Relations). Awarded on the basis of academic standing in the first three years of the Commerce Course. Where academic standing is equal, preference is given to those students who, in the opinion of the instructors concerned, are most likely to succeed in the field of Industrial Relations.

#### *Edwin Waterhouse Scholarship*

Value \$250. Founded by Price, Waterhouse and Company.

Awarded to a student in the Course in Commerce and Administration who has completed the work of the third year, is within one year of graduation, has gained distinction in his academic work and is deserving of financial assistance. The award is conditional on the winner taking the optional accounting courses of the fourth year. If he fails to register for these courses at the beginning of the session following the award, the next most deserving candidate who satisfies all the conditions is given the scholarship.

The recipient is selected on the recommendation of a Committee of award consisting of the Principal of the University, the Director of the School of Commerce and Administration, and the Registrar.

*General.*—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.





